

Employee Post-Travel Disclosure of Travel Expenses

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PUBLIC RECORDS

2018 SEP -5 AM 11:35

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Red River Valley Sugarbeet Education Foundation, Inc.

Travel date(s): depart 8.29.2018 - return 8.31.2018

Name of accompanying family member (if any): n/a

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$716 airfare local bus transportation	\$198 + tax	\$146	\$22 meeting room
<input checked="" type="checkbox"/> Actual Amount	\$79 per guest			

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	n/a	n/a	n/a	n/a
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): please see attached agenda

9/5/18
(Date)

Adam Schiff
(Printed name of traveler)

Adam Schiff
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/5/18
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

2018 SEP 5 AM 11:33

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):
 Red River Valley Sugarbeet Education Foundation, Inc.
2. Description of the trip: This trip is designed to teach participants aspects regarding sugarbeet farming, storage, processing and the related science.
3. Dates of travel: 8/29/2018 - 8/31/2018
4. Place of travel: Travel will be from Washington, D.C. to Grand Forks, N.D. round trip
5. Name and title of Senate invitees: Adam Schiff - MN Senator Tina Smith
6. I certify that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 – OR –
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 – AND –
☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 – AND –
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

N/A

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Red River Valley Sugarbeet Education Foundation, Inc. is the sole sponsor of this trip and is responsible for organizing and conducting the activities during the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Red River Valley Sugarbeet Education Foundation, Inc. was formed to educate interested persons about the sugarbeet industry. This trip is designed to teach participants aspects regarding sugarbeet farming, storage, processing and the related science via on site visits to farms, and processing plants.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This is our third educational tour that the Red River Valley Sugarbeet Education Foundation has sponsored. The first tour was conducted in October of 2016. The second tour was conducted in August of 2017.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The Red River Valley Sugarbeet Education Foundation has participated in local farmer, elementary school students, and teacher educational programming as well as educating congressional staffers regarding the sugarbeet industry.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$716 airfare local bus transportation = \$79 each per guest	\$198 + tax	\$146	\$22 meeting room

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves an event that is arranged and organized specifically with regard to Congressional participation.

18. Reason for selecting the location of the event or trip

The trip is located in the Red River Valley because this area is the primary headquarters of our sugarbeet industry.

19. Name and location of hotel or other lodging facility:

Hilton Garden Inn - Grand Forks, N.D.

20. Reason(s) for selecting hotel or other lodging facility:

The Hilton Garden Inn was selected due to its convenient location with affordable hotel room rates plus meeting rooms that could accommodate the group. This was the least expensive room rate available in Grand Forks for the dates of the trip.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Daily expenses for lodging exceed the Federal Government rate by \$6 per night. This was the least

expensive room rate available for the conference dates. Meals provided to trip participants fall within the

maximum per diem rates for the official Federal Government travel stipulations.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Airfare - coach class

Locally - bus transportation on the tour

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:

Name and Title: Duane Maatz - Executive Secretary

Name of Organization: Red River Valley Sugarbeet Education Foundation, Inc.

Address: 1401 32nd Street SW - Fargo, ND 58103

Telephone Number: 701.239.4151

Fax Number: 701.239.4276

E-mail Address: dmaatz@rvsga.com

Red River Valley Sugarbeet Education Foundation Tour Invitees 2018

Adam Schiff, Leg Aide
MN Senator Tina Smith
Adam_Schiff@smith.senate.gov

Zellie Duvall, Leg. Aide
Georgia Congressman Rick Allen
Zellie.Duvall@mail.house.gov

Steve, Peterson, Leg. Correspondent
New Mexico Cong. Michelle Lujan Grisham
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Patrick Sullivan, Leg. Asst.
Nevada Cong. Ruben Kihuen
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Bree Vculek, Leg. Asst.
ND Congressman Kevin Cramer
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Justin Goldberger, LA
VA Cong. A. Donald McEachin
Justin.Goldberger@mail.house.gov

Craig Anderson Leg. Asst.
GA Congressman Austin Scott
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Joanna Wilde Joanna.Wilde@rma.usda.gov

Agenda

Red River Valley Sugarbeet Education Foundation Tour

Wednesday, August 29, 2018

3:08 Participants Arrive Grand Forks, ND airport

5:00 – 9:00 Reception / Dinner Meeting – Hilton Garden Inn, Grand Forks, ND

The evening meeting will include an industry overview as well as a review of the agenda defining expectations plus the economic impact of the sugar industry. Each meeting and tour will be hosted by Foundation Staff, experts from American Crystal Sugar Company and the farmer shareholders, owners of the American Crystal Sugar Company.

33 Attendees – 15 participants also Brian I., Tyler G., Greg Richards, David Mueller, Curt Knutson, Dan / Diane Y., Neil R., Erik B., Mark / Stacey Nelson, Jared Sands, David / Jill Thompson, Kirsten S., D Maatz

Thursday, August 30, 2018

7:30 – 8:15 Breakfast Meeting – Hilton Garden Inn, Grand Forks, ND

Farmers, Foundation Staff and American Crystal Sugar (ACS) Executives will review the events for today as well as answer questions.

25 Attendees – 15 participants, Brian I., Tyler G., Tom A., Joe Hasting, Greg Richards, Lloyd Kennedy, David Thompson, Kirsten S., D Maatz

8:15 – 12:00 Farm Tour (8:45 Mark Nelson Farm 10:00 Jared Sands Farm)

Participants will see sugarbeet harvest equipment and operations. We will tour two farms and a rural piling site.

12:00 – 1:30 Lunch at American Crystal Sugar, East Grand Forks, MN

American Crystal Sugar processing plant professionals will provide a tour overview to establish expectations and safety guidelines.

29 Attendees – 15 participants, Brian I., Tyler G., Tom A., Joe Hasting, Greg Richards, Lloyd Kennedy, David Thompson, Kirsten S., D Maatz, Bus Driver, 3 Tour Guides

1:30 – 2:15 Quality Lab Tour

Participants will tour the lab where sugar quality and content are determined.

2:15 – 3:45 American Crystal Sugar Processing Plant Tour

Participants will tour sugarbeet receiving and factory storage facilities as well as proceed through the processing facility to see how sugarbeets become pure sugar.

3:45 – 4:15 Travel Time

4:15 – 6:00 Farm Tour (Joel Gasper Farm)

Participants will see specialized farm equipment including crop rotation needs

6:00 – 8:30 Dinner Meeting – The One and Only, Euclid, MN

Foundation staff, Farmers, ACS executives will recap the events of the tours and answer questions. Topics will include: soil conditions, harvest temperatures and weather-related impact, harvest equipment function, conditions and challenges relating to beet storage, consumer vs. commercial sugar packaging.

32 Attendees – 15 Participants, Brian I., Tyler G., Tom A., Joe Hasting, Greg Richards, Lloyd Kennedy, Paul Rutherford, Mike Gasper, Joel Gasper, Erik Bakke, Mark DeMars, Scott Johnson, Kirsten S., D Maatz, Bus Driver

8:30 - 9:15 Travel time to the hotel

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Friday, August 31, 2018

7:30 – 8:45 Breakfast Meeting – Hilton Garden Inn, Grand Forks, ND

Foundation Staff, Farmers and ACS Staff will provide an overview of events and schedule of the day.

25 Attendees – 15 Participants, Allen Tucker, Bill Hejl, Kirsten S., D Maatz, Mike Rosendahl, Brent Baldwin, Craig Stelger, Mark DeMars, Jenny A., (Bruce G.)

8:45 – 10:00 Presentations, Farmer Bill Hejl, Grand Sky UAS Business and Aviation Park Representatives
Participants will meet with technology experts related to agriculture drone applications and usage.

10:00 – 10:30 Travel time to Grand Sky UAS Business and Aviation Park, Grand Forks Airforce Base

10:30 – 11:30 Unmanned Aircraft Technology Discussion

11:30 – 12:00 Travel to Eagles Crest Grill, Grand Forks, ND

12:00 – 1:00 Lunch Meeting – Eagles Crest Grill, Grand Forks - Foundation Staff UAS Park Staff will lead a final tour wrap-up session. Topics will include: a question and answer session to discuss each of the components of our tour . . soil conditions, harvest temperatures and weather, harvest equipment, local economic impact of the sugarbeet industry, beet storage, packaging, manufacturing and research.

26 Attendees – 15 Participants, Allen Tucker, Bill Hejl, Kirsten S., D Maatz, Mike Rosendahl, Brent Baldwin, Craig Stelger, Mark DeMars, Jenny A., (Bruce G), Bus Driver

1:00 – 1:20 Travel to Airport

2:33 Depart Grand Forks, ND Airport

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